



# Field Trip Reservation Page

Please Print Clearly. Reservation information must be complete to process and confirm.

\*All reservations must be made with this form.

\*Reservations need to be made at least 14 business days before requested visit date. Full admission will be charge otherwise.

\*Dates & times are subject to availability and cannot be guaranteed. There is a 2 hr maximum visit time, unless otherwise approved. Reservations are made in 1 hr time blocks.

\*Reservations are not guaranteed until confirmed by an MSA staff member. Please plan accordingly.

\*Group Rates will only apply to schools groups during school months and qualified pre-reserved groups in summer months.

\*Groups must have 10 or more people to reserve space and receive group rates. Approved home schools must have at least 5 participants to reserve space.

\*Groups who do not follow policies while visiting our facility or cancel reservations in a timely manner will not be considered for reapproval in following seasons.

## ?Have you:

☞Reviewed our updated admission policies and fees and prepared accordingly?

☞Downloaded The Teachers Guide to GOM Marine Life?

☞Downloaded and read our updated Field Trip Guide?

☞Downloaded our Field Trip Checklist?

☞Checked the status of your reservation by visiting our online reservation calendar found at (link at the bottom of the page) :

<http://www.maine.gov/dmr/rm/aquarium/fieldtrips.htm>.

## Please return this form by:

• Fax: (207) 633-9579

• Email: [aquarium@maine.gov](mailto:aquarium@maine.gov)

• Mail to: Aquarium, P.O. Box 8, West Boothbay Harbor, ME 04575



## Tell us about you

Date:

Name of School/Group:

Type: ☐Public ☐Private ☐Homeschool ☐Daycare/Preschool ☐Head Start ☐Camp ☐Other

If other, please explain:

Address:

City:

Zip:

Contact Person:

Email:

Telephone:

Fax:

Grade:

# of Students:

# of Adults:

Please note that we request a ratio of 1:5 for all school groups. At this ratio, teachers are free- up to 10. Additional adults will be charged. Groups must have at least 5 students to receive this discount. This does not apply to other groups including recreational, private, or tour groups.

## So that we can better serve your group, please check all that apply:

☐ Special Needs

☐ ESL Students

☐ Other

Please explain above selection:

**About Your Visit-** There is a 2 hr maximum visit time June-August so that we can accommodate other groups and our non-group visitors. If special arrangements need to be made, please call us.

Please select 3 desired visit dates and times to ensure that we can accommodate you.

Date Time Departure

1.

2.

3.

Do you plan on eating at our facility during your visit?

☐ YES

☐ NO

Please be advised that we do not have indoor accommodations for groups if inclement weather occurs.

Do you wish to schedule one of our complimentary presentations? Please choose one.

Your group may be required to split up for presentation rotations if larger than 20 people due to spatial constraints.

☐ Lobsters

☐ Sharks

☐ Other (for additional fees)

If other, what are you looking for? Please call for additional information on program options and fees.

Please note that our classroom is unable to accommodate more than 35 people at a time. Groups larger than this wanting alternative programs will need to contact us before requesting.

## MSA ADMINISTRATIVE USE ONLY:

Date Received:

Confirmed: ☐ Y ☐ N

Communications Notes:

Date Confirmed:

Did you send confirmation letter & materials? ☐ Y ☐ N

How: ☐ Email ☐ Fax ☐ Mail

## Admissions Receptionist Only:

Attendance:

Paid Total:

Invoice #:

Check #:

Cancellation Information:

Receptionist Signature:

Notes:

Additional information that will help us accommodate your group?

## Admissions Policy:

For qualified groups only with pre-reservations. Additional programming is not included.

Group Rate: \$2.50 pp

1 Chaperone free for every 5 students, not to exceed 10 (schools)

Adults exceeding free admission will be charged group rate.

Maine schools may apply for a field trip cost waiver using our Field Trip Assistance Application. (Deadline April 15)

Children Under 4 are FREE

All others will be charged general admission fees.

## Group Payment:

Groups must pay in one transaction- to include additional chaperones.

### How will your group be paying for their visit to our facility?

☐ Cash

☐ Check (arrival)

☐ Credit Card

☐ Invoice/Check

Credit Card #: \_\_\_\_\_ Exp Date: \_\_\_\_/\_\_\_\_

Type: ☐ VISA ☐ MC ☐ DISCOVER Name on Card: \_\_\_\_\_

No refunds will be given on prepaid checks. Invoices will need to be paid within 30 days of visit.

Have questions? Contact us at (207) 633-9542 OR [aquarium@maine.gov](mailto:aquarium@maine.gov)